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7.—Three or four hundred branch libraries have been established in Y. M. C. A. and Knights of Columbus buildings, the Y. W. C. A. hostess houses and the base hospital reading rooms.

8.—Many deposit stations have been opened in company barracks and mess halls.

9.—Hundreds of small military and naval camps, posts and vessels have been supplied with books through chaplains, Y. M. C. A. secretaries, and other agencies.

10.—Tons of magazines have been sorted and distributed to soldiers.

11.—Automobile trucks have been purchased for the service in all the main camps and daily deliveries of newspapers, magazines and books are made to branches and deposit stations.

12.—A dispatch office has been opened at one of the ports of embarkation, from which books are being shipped to France, and supplied to men for use while on board the transports.

13.—Thousands of special requests for books—mostly technical—have been filled by purchase and inter-library loan.

14.—An organization has now been perfected at headquarters to insure prompt

and adequate attention to needs as they arise.

15.—All of these things have been done with the minimum possible expenditures for administration, and the minimum possible formality in the actual service of the books.

Since this statement was printed the number of men in the camps has increased to nearly one hundred; several women have also been permitted by camp commanders to work in the camp libraries; a dispatch office has been opened at another port of embarkation (Newport News, in addition to Hoboken); the number of purchased books has trebled; many new points of service have been established; and a national campaign is now in progress for the collection of two million gift books.

It is unnecessary here to rehearse the work of the Library War Service in detail as the facts are furnished in the *War Library Bulletin*, which is distributed to over 6,000 libraries of the United States and Canada. Any library not receiving copies may obtain them by writing the A. L. A. War Service, Library of Congress, Washington.

MID-WINTER MEETINGS OMITTED

The usual mid-winter library meetings, which have been held for the past ten years in Chicago, were omitted this year on account of the war. The Executive Board met at Washington on January 2, and the minutes of that meeting are printed in this number of the *Bulletin*. The Publishing Board, with two members present and

the other two voting by proxy, also met on the same day in Washington, but limited the business transacted to the reception of the Treasurer's report and the adoption of the budget for the year 1918. The Council will hold business sessions at the Saratoga Springs Conference.

EXECUTIVE BOARD

Washington, D. C., January 2, 1918

A meeting of the Executive Board of the American Library Association was held on Wednesday, January 2, 1918, in the Library

of Congress, Washington, sessions being held morning and afternoon.

Present: President Montgomery, Sec-

and Vice-president Eastman, Miss Rathbone and Messrs. Dudgeon, Ranck and Bailey; also Secretary Utley.

treasurer, the following report for the fiscal and calendar year 1917, was presented by the secretary and was received and adopted:

REPORT OF THE TREASURER

January-December, 1917

Receipts

| | |
|---|-------------|
| Balance, Union Trust Co., Chicago, Jan. 1, 1917..... | \$ 4,254.27 |
| G. B. Utley, Secretary, membership dues..... | 8,553.40 |
| G. B. Utley, Secretary, life memberships..... | 175.00 |
| Trustees Carnegie Fund, income..... | 4,500.00 |
| Trustees Endowment Fund, income..... | 400.00 |
| A. L. A. Publishing Board..... | 2,000.00 |
| A. L. A. War Service Committee, loan repaid..... | 2,000.00 |
| Interest on bank balance, Dec., 1916-Nov., 1917, inclusive..... | 81.36 |
| | <hr/> |
| | \$21,964.03 |

Expenditures

| | |
|---|-------------|
| Checks Nos. 96—113 (Vouchers No. 1474-1705, inclusive)..... | \$10,683.86 |
| Distributed as follows: | |
| Bulletin | \$ 805.69 |
| Conference | 905.95 |
| Committees | 745.97 |
| Headquarters: | |
| Salaries | 5,720.00 |
| Additional services | 806.40 |
| Supplies | 389.48 |
| Postage and telephone..... | 400.00 |
| Miscellaneous | 324.10 |
| Contingencies | 36.39 |
| Travel | 374.88 |
| Trustees Endowment Fund..... | 175.00 |
| A. L. A. War Service Committee, loan..... | 2,000.00 |
| A. L. A. Publishing Board, Carnegie Fund income..... | 4,500.00 |
| | <hr/> |
| | 17,183.86 |
| Balance, Union Trust Co., Chicago..... | \$ 4,780.17 |
| G. B. Utley, balance, National Bank of the Republic..... | 250.00 |
| Due from A. L. A. Publishing Board, balance headquarters expense, 1917..... | 800.00 |
| | <hr/> |
| Total balance..... | \$ 5,830.17 |

James L. Whitney Fund

| | |
|--|----------|
| Principal and interest, Dec. 31, 1916..... | \$281.98 |
| Interest, Jan. 1, 1917..... | 4.15 |
| Eighth installment, Feb. 2, 1917..... | 26.24 |
| Interest, July 1, 1917..... | 4.61 |
| Ninth installment, July 20, 1917..... | 28.86 |
| | <hr/> |
| Total | \$345.84 |

Respectfully submitted,

C. B. RODEN,

Treasurer.

Chicago, Dec. 27, 1917.

AMERICAN LIBRARY ASSOCIATION

The following report of the Finance Committee, presented by the Chairman, Mr. A. L. Bailey, was on motion received and adopted, including the accompanying budget for the year 1918:

REPORT OF FINANCE COMMITTEE

The Finance Committee presents the following report:

The income of the Association during 1917 was as follows:

| | |
|--|--------------------|
| Membership dues (annual)..... | \$ 8,553.40 |
| Membership dues (life)..... | 175.00 |
| Income Endowment Fund..... | 400.00 |
| Income Carnegie Fund..... | 4,500.00 |
| Interest, January-November | 78.50 |
| Sale of publications and review copies of books..... | 13,671.45 |
| | <u>\$27,378.35</u> |

The following budget exhibits the probable income and expenditures during 1918:

BUDGET 1918

Estimated Income

| | |
|------------------------------------|-------------|
| Membership dues | \$ 8,500.00 |
| Income Endowment Fund..... | 400.00 |
| Income Carnegie Fund..... | 4,500.00 |
| Interest | 80.00 |
| Sale of publications..... | 10,000.00 |
| Sale of books (review copies)..... | 900.00 |

Estimated Expenditures

\$24,380.00

Executive Office:

| | |
|------------------|-------------|
| Bulletin | \$ 1,700.00 |
| Conference | 700.00 |

Committees:

| | |
|----------------------------------|---------------|
| Public Documents | \$ 10.00 |
| Co-operation with N. E. A. | 30.00 |
| Library administration | 50.00 |
| Library training | 25.00 |
| Bookbuying | 25.00 |
| Bookbinding | 75.00 |
| Federal and state relations..... | 25.00 |
| Travel | 175.00 |
| Work with the blind..... | 10.00 |
| Decimal classification | 25.00 |
| Institution libraries | 25.00 |
| Publicity | 100.00 |
| Children's books | 25.00 |
| Miscellaneous | 50.00 |
| | <u>650.00</u> |

Salaries:

| | |
|---------------------------|-----------------|
| Secretary | \$3,300.00 |
| Assistant Secretary | 1,600.00 |
| General Assistant | 1,200.00 |
| | <u>6,100.00</u> |

| | |
|------------------------------|--------------------|
| Additional services | 800.00 |
| Supplies | 400.00 |
| Postage, telephone, etc..... | 450.00 |
| Miscellaneous | 400.00 |
| Contingencies | 130.00 |
| Travel | 450.00 |
| | <u>\$11,780.00</u> |

Publishing Board:

| | |
|---|--------------------|
| Carnegie Fund interest..... | 4,500.00 |
| Sale of publications (estimated at \$10,000) and sale of review copies of books (\$900) less \$2,800 appropriated to Executive Office expenses..... | 8,100.00 |
| | <u>\$24,380.00</u> |

Your Committee is prepared to approve appropriations, in accordance with this budget, of the sum of \$11,780.00 to the general expenses of the Association, and to the use of the Publishing Board, the sum of \$4,500.00 and the total amount received from the sale of publications, except the \$2,800.00 agreed upon by the Publishing Board as its appropriation towards the support of the Executive Office, the total for the Publishing Board being estimated at \$12,600.00.

At the request of the chairman, Dr. C. W. Andrews has audited the accounts of the treasurer and of the secretary as assistant treasurer. His audit finds these accounts correct and properly vouched for so far as can be determined before the receipt of the report of the trustees of the Endowment Fund. His final report, together with a report on the audit of the accounts of the trustees, which will be made by Mr. Craver, will be given in the formal report of this committee to the Association at its annual meeting.

Since the Proceedings and Handbook for 1917 have not been issued, the Finance committee recommends that the unexpended balance of the appropriation for the Bulletin be held to meet the expenses of publication of Proceedings and Handbook. A similar treatment of other items properly chargeable to 1917 might also be made.

Respectfully submitted,

A. L. BAILEY,

Jan. 2, 1918.

Chairman.

Appropriation to Publishing Board

On motion of Mr. Bailey it was voted that in accordance with the report of the Finance committee there be appropriated for the use of the Publishing Board the income of the Carnegie Fund, estimated at \$4,500, and all proceeds from sales of publications and of review copies of books, estimated at \$10,900, excepting the amount of \$2,800 agreed upon by the Publishing Board as its appropriation towards the

support of the Executive Office of the Association.

Appropriation to Library War Work

On motion of Mr. Ranck it was voted that the sum of \$1,000 be appropriated from the uninvested funds of the Association now in the custody of the treasurer, to the Library War Service of the American Library Association, and that the treasurer be requested and authorized to transfer the above amount to the American Security and Trust Company, of Washington, treasurer of the A. L. A. War Library Fund.

Nominating Committee

A Nominating committee, appointed in accordance with Section 2 of the By-laws to the Constitution, was named as follows:

Walter L. Brown, librarian Public library, Buffalo.

Charles E. Rush, librarian Public library, Indianapolis.

Mary L. Titcomb, librarian Washington County Free library, Hagerstown, Md.

Gratia A. Countryman, librarian Public library, Minneapolis.

George H. Tripp, librarian Free Public library, New Bedford, Mass.

Conference of 1918

The place and date for the Conference for 1918 being under consideration, it was voted that the Fortieth Annual Conference of the Association be held at Saratoga Springs, New York, July 1 to 6, 1918.

Resignation of Dr. Putnam from Executive Board

Dr. Herbert Putnam, having tendered his resignation as a member of the Executive Board in a letter addressed to the President of the Association, because of his taking over (in October, 1917) the general conduct of the Library War Service of the Association, it was voted that the resignation of Herbert Putnam, as a member of the Executive Board, be ac-

cepted, but with the sincere and extreme regret of all his colleagues of the Board.

Election of Dr. Hill to Executive Board

On motion it was unanimously voted that Dr. Frank P. Hill be elected a member of the Executive Board to complete the unexpired term of Dr. Herbert Putnam, resigned (term expiring 1920).

Election of Dr. Carlton to Publishing Board

On motion it was voted that Dr. W. N. C. Carlton be elected a member of the A. L. A. Publishing Board to complete the unexpired term of the late Henry E. Legler (term expiring 1920).

[NOTE: Dr. Carlton subsequently declined this election.]

Audits by Finance Committee

On motion of Mr. Dudgeon, representative of the Publishing Board, it was voted that the Finance committee be requested hereafter to audit annually the accounts of the A. L. A. Publishing Board; and also such funds as are collected or disbursed in the name of the American Library Association.

It was also voted that the Secretary prepare or have prepared a proposed amendment to the Constitution setting forth the general auditing powers and functions of the Finance committee.

In response to a recommendation from the War Service committee that the Executive Board arrange for an audit of the accounts of the War Finance committee as of December 29, 1917, (in accordance with a request from the Chairman of the War Finance committee), it was voted that the Finance committee be requested to arrange for an audit of the accounts of the War Finance committee as of December 29, 1917; this audit either to be made by the members of the A. L. A. Finance committee or by such arrangement as this committee deems advisable to employ.

Memorials for Deceased Members

It was voted that Mrs. H. L. Elmendorf and Mr. Everett R. Perry be appointed chairmen of committees, with power to associate with them such as they may desire, to prepare suitable minutes for presentation at the next Conference as memorials to the late Henry E. Legler, and the late James L. Gillis, respectively.

Treasurer's Bond

The treasurer of the Association, having inquired by letter of the chairman of the Finance committee, whether in view of increased financial responsibility his bond (now \$4,000) should be increased, it was voted that decision as to the amount of the bond of the treasurer of the Association be referred to the Finance committee with power.

It was taken as the sense of the Board that the necessary expenses incurred in handling the financial accounts transferred to the treasurer of the Association by the War Finance committee should be paid from the war funds rather than from the regular funds of the Association.

A report (printed elsewhere in this Bulletin) was received and accepted from the committee on Importations.

At a meeting of the War Service committee of the American Library Association, held in New York on December 29, 1917, the investment of surplus funds now on deposit with the American Security and Trust Company, of Washington, being under consideration, it was by that committee voted that, subject to the approval of the Executive Board, the sum of \$500,000 from the funds deposited with the American Security and Trust Company, be invested in 4 per cent U. S. Treasury Certificates, at par with interest, according to the recommendation of the Library War Council.

The Executive Board by unanimous vote approved the above vote of the War Service committee.

At the meeting of the War Service com-

mittee above referred to, the inability of the committee to meet incurred expenses except through the fiscal routine provided for on October 4 and 18, 1917, was considered and the following vote was passed: That the American Security and Trust Company as treasurer, is authorized and requested, from the A. L. A. War Service moneys in its hands, to transfer to the credit of the War Service committee, George B. Utley, executive secretary, the sum of \$2,000, to be used to meet general expenses of the committee not justly chargeable to the fund voted to the credit of the War Service Fund, Herbert Putnam, general director; bills covering such expenses to be approved by the chairman of the committee, and checks to be drawn and signed by George B. Utley, executive secretary.

The Executive Board by unanimous vote ratified the above vote of the War Service committee.

No further business coming before the Board, it adjourned at 4:30 p. m.

The members of the Board were the guests at luncheon of Dr. Putnam, who, after the luncheon, at the invitation of the president of the Association, gave an informal general survey of the progress and present status of the Library War Service, of which he is the general director. Dr. Putnam, at the request of the president, also sat with the Board during a portion of the afternoon session.

REPORT OF COMMITTEE ON IMPORTATIONS

(Presented to the Executive Board,
Jan. 2, 1918.)

In its report at the Louisville Conference, the committee on Importations announced the termination of the British permit arrangement and the release of books and periodicals of enemy origin held at Rotterdam for American institutions. To secure similar action for post parcels detained in London was indicated to be the committee's next concern.

The desired action has been taken by the Foreign Office, as appears from a Note dated September 24, 1917, addressed to Ambassador Page by Mr. Balfour, stating that "instructions have now been issued to the competent authorities that all books of enemy origin now detained in this country, whatever their nature, which have not yet been formally seized and confiscated, shall be forwarded to the United States of America provided they are destined for universities or public institutions."

The committee then indicated that it had to mark time till the pending Trading-with-the-enemy Act was disposed of by Congress. This Act became law October 6, and a Presidential order six days later prescribed the method of its enforcement. A War Trade Board was set up, and, for commerce, direct or indirect, with the enemy or his allies, a license from this Board was declared necessary.

The committee's action thereafter is made clear in the following circular which they sent to twenty-four leading importers, with authorization and request that they communicate its text to their client institutions:

The British Foreign Office has given instructions to release all publications of enemy origin in detention, so far as they are addressed to universities or public institutions of the United States, and has announced the termination of the permit arrangement. Accordingly, parcels held in London may be expected at any time, but shipments stored at Rotterdam, while now on shipboard there, must await the conclusion of the embargo negotiations with Holland. A solution is declared imminent.

As to material accumulated in Germany, the committee can have nothing as yet to say, except that they have no reason to suppose that it is not safe and may not remain so.

We now turn to the future. Our operations hereafter fall under the control of the Trading-with-the-enemy Act. Commerce with Germany or its allies is unlawful except under Government license.

To save the time of all concerned and to avoid confusion this committee applied to the War Trade Board for a blanket license in behalf of the American Library